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14 July 1947

CENTRAL INTELLIGENCE GROUP

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OPERATIONS MEMORANDUM

Administrative Instruction

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CIG CONTACT SECURITY POLICIES FOR
NON-IAB AGENCIES

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Reference: CIG Operations Memorandum [] dated 19 February 1947, subject: Liaison Contacts of CIG With Government Agencies Other Than the IAB.

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EFFECTIVE UNTIL FURTHER NOTICE

1. General policy relating to the establishment of CIG contacts with agencies outside the IAB group is covered by the reference. Established below is basic security policy concerning these contacts.

2. The Executive for Inspections and Security will make security surveys of each non-IAB agency that has nominated a contact clearing officer and will maintain the necessary up to date and detailed information regarding security procedures followed within these agencies for the safeguarding of classified information. Based upon these security surveys, he will issue in the name of the Director a series of consecutively numbered Contact Security Policy Memoranda, which will announce the rules and restrictions covering all contacts with each particular agency. These memoranda will be given sufficient dissemination within CIG to provide guidance for offices maintaining non-IAB contacts and will be revised from time to time as circumstances may necessitate.

3. Each Assistant Director and each Staff Chief who receives these memoranda will comply with the following:

a. As appropriate and necessary to his operations, he will prepare intra-office instructions to carry out in detail the established security policies. In drafting any such instructions a provision shall be made directing individuals establishing liaison with these agencies to obtain prior clearance from ICAPS.

b. Any proposed disclosure of CIG intelligence material to anyone other than the individuals named in the memoranda or in a

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classification higher than that provided in the particular instance, will be referred to the Executive for Inspections and Security for decision in the light of the particular circumstances, e.g. the character of the information, the reason such information should be disclosed, and such facts as may be available regarding the individual's loyalty and discretion. In each case he will cause the requisite checks to be made and prescribe appropriate procedure.

c. The information contained in the Contact Security Policy Memoranda could seriously embarrass the CIG if it became available to unauthorized persons. Therefore, in addition to the ordinary precautions required by the security classifications of these memoranda each recipient will take special pains to insure that their circulation is limited strictly to those who must know the policy in performance of their duties. All personnel given access to the information will be cautioned that it is not to be discussed or disclosed in any way outside the CIG. These memoranda will be kept in a bound cover when not in use and kept in a restrictive file in each office. Should any exception to the foregoing seem desirable, the matter will be discussed with the Executive for Inspections and Security.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Captain, USN
Executive Director

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